

CONFIDENTIAL

7/12/60

MEMORANDUM TO: Chief, Support Staff, FE Division

SUBJECT: Interim Report -- Work Simplification Study -- FE/Personnel

1. This report reflects progress to-date on the Management Study which you requested. Our findings are presented in the form of recommended courses of action pertaining to the following:

a. Changes in the T&R Unit record holdings and processing procedures. (Recommendations 1 through 4)

b. Elimination of duplicate and unnecessary records at the Personnel Unit level. (Recommendation 5)

c. Simplification of certain functional procedures. These consist of charts of the procedures, as proposed, with a cover sheet for each, summarizing the recommended changes. (Recommendations 6 through 11)

2. Additional recommendations involving areas of possible functional overlaps between the Personnel Branch and other segments of the Support Staff will be forthcoming as the survey progresses.

3. Our efforts were also directed toward pinpointing any questionable requirements being levied upon the Personnel Branch by other than FE components. Our findings reflected few such requirements emanating from the Office of Personnel, however, certain questionable requirements levied by other offices relative to cover, security, and medical were noted and with your concurrence will be pursued by this Staff.

4. Upon completion of your review of this report, it is requested that we meet for discussion and decision on the recommendations. Any necessary changes in the procedures will then be made and, if you approve, published in an overall FE Support Procedures Manual at the conclusion of the Study. Such a meeting would also afford us an opportunity to verbally present and discuss with you other findings pertaining to the Personnel Branch but not a part of the Study as originally outlined and agreed upon.

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Chief, Management Analysis Staff, DD/P Area

Attachment:
Recommendations

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